

EDITED TASK LISTING

CLASS: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Participates in complex and sensitive (e.g., developing contracts, evaluation studies/proposals, community based programs, etc.) intergovernmental (e.g., public/private entities, and other state agencies) negotiations as a departmental representative to achieve departmental goals and objectives utilizing journey level analytical skills at the direction of management.
2.	Conducts routine (e.g., renewing/developing less complex agreements, etc.) intergovernmental (e.g., public/private entities, and other state agencies) negotiations as a departmental representative to achieve departmental goals and objectives utilizing journey level analytical skills at the direction of management.
3.	Research, develop, conduct, and/or evaluate studies, surveys, and reference material to provide a recommendation/alternative to management using data gathered from all available sources (e.g., public/private entities, other state agencies, departmental reports, state archives, libraries, electronic data sources, etc.) at the direction of management.
4.	Formulate procedures, policies and program alternatives for the department to develop, update and/or streamline policies and procedures in response to legislative mandates, legal decisions, changes in technology, departmental growth, etc. utilizing available resources (e.g., Administrative Bulletins/memos, Departmental Operations Manual (DOM), State Administrative Manual (SAM), Legislative Reports, data from other state agencies, Laws, Rules and Regulations, electronic data sources, etc.) at the direction of management.
5.	Effectively present ideas and information orally and/or in writing to stake holders (e.g., public/private entities, departmental employees/management, etc.) on a wide variety of subjects to address departmental issues and concerns utilizing audio visual aids, handouts, etc. at the direction of management.
6.	At the direction of management, develop, review and analyze proposed legislation to advise management on the impact or potential impact to the department by utilizing departmental policies, current laws, rules and regulations, other proposed legislation, and electronic data sources, etc.
7.	Participates in or acts as facilitator for the department at conferences, task forces, interdisciplinary groups, study groups, training sessions, etc. to develop policies, procedures, guidelines/criteria and exchange information utilizing various and complex analytical methodologies and team building techniques at the direction of management.

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8.	Coordinate with other governmental agencies for the department to obtain resources (e.g., personnel, new facilities, remodeling/renovation, facility operations, modular buildings, program services, grant proposals, etc.) utilizing the State budget process, electronic data sources, developed contacts, etc. at the direction of management.
9.	As the technical expert in a subject/program area provides assistance and/or consultation to management and/or staff and functions as the liaison to the private sector, legislature, courts, and other governmental agencies for the purpose of providing clarification and direction of departmental policies and procedures using personal knowledge of the subject/program, departmental policies and rules, etc. at the direction of management.
10.	Monitor, review, audit, evaluate, and produce findings and recommendations of departmental projects and/or programs to ensure compliance with policies, rules and regulations, contracts, and legislative mandates, court decisions etc. utilizing compliance review documents, established fiscal and program policies and procedures, and on site visits, etc. at the direction of management.
11.	Plan, develop, monitor budgets to prepare various budget documents (e.g., Concept Papers, Finance Letters, Quarterly Adjustments, BCPs, etc.) and tracks expenditures (e.g., Personnel Services, Capital Outlay, Operating Expenses, etc.) as it relates to the unit/program fiscal needs utilizing CALSTARS, Governor's Budget, DOM, etc., at the direction of management.
12.	Plan, develop, monitor personnel services (e.g., determine staffing needs, track position control, prepare management reports, recruitment/hiring process, etc.) as it relates to the unit/program personnel needs utilizing various personnel reports, unit workload summaries, MOU, etc. to provide management/staff administrative support at the direction of management.
13.	Develops and conducts training to provide program knowledge, dissemination of information, new or revised procedures and/or policies, etc. in a formal or informal setting utilizing audio visual aids, handouts, approved lesson plans, and accumulated technical expertise at the direction of management.
14.	Participates in the development, implementation, and monitoring of various departmental programs (e.g., Return To Work, Health and Safety, Appeals Coordination, Community Based Programs, etc.) to meet departmental goals and objectives utilizing government codes, laws, rules and regulations, etc. at the direction of management.

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15.	Reviews, evaluates, monitor, establish/maintain data bases for the department (e.g., cost/program utilization, educational/licensure requirements, records tracking, project management, contract expenditures, etc.) utilizing existing data base applications to provide management with administrative support and program monitoring at the direction of management.
16.	Prepares technical documents (e.g., contracts, service agreements, regulations, policies and procedures, etc.) to meet program needs utilizing available resources (e.g., Administrative Bulletins/memos, DOM, SAM, Legislative Reports, data from other state agencies, Laws, Rules and Regulations, electronic data sources, etc.) at the direction of management.
17.	Functions as the lead analyst to coordinate staff efforts in the day to day operation by utilizing analytical techniques and program guidelines, etc. to achieve the departmental goals and objectives at the direction of management.